



IIAD Student Residential Accommodation Academic Session 2017-18

Accommodation Facilities

IIAD offers residential accommodation facilities for all outstation students on a **‘first-come-first-served’** basis. Accommodation will be provided from 1 August 2017 to 31 May 2018, i.e. for 10 months. The accommodation has limited seats and you are therefore encouraged to apply at the earliest to secure a place.

Location

The location for the accommodation facility has been carefully selected to be an easy commute from the IIAD campus. Metro stations are also a short walk away from the accommodation, and other public transport facilities are also easily available in its vicinity. Residents also have easy access to grocery/convenience stores and pharmacies, as well as entertainment options such as cinema halls and dine-in/home delivery restaurants.

Description

Accommodation is offered in spacious, modern, well-lit and fully furnished rooms with washrooms. The bedrooms are furnished with a bed, a study table and chair and a wardrobe, as well as lights, fans and air-conditioning. The washrooms are fitted with a geyser. The rooms and washrooms are cleaned on a regular basis. Breakfast and dinner are provided as part of the accommodation facilities.

Shared Services

- Shared kitchen with refrigerator, basic kitchenware, RO water purifier, LPG and piped gas line. The kitchen is cleaned regularly.
- Standard menu for breakfast and dinner
- Lounge area with a television and set top box
- 24x7 Wi-Fi Internet connectivity
- Fully automatic washing machine

Security Services

The security of student residents at ISRA is given the highest priority. The facilities are guarded 24x7. A caretaker-cum-domestic help is available at the facilities during the day between 7:30 am and 6:00 pm, and the warden takes charge during the evening and night.

Applying to ISRA

All students interested in availing of IIAD’s accommodation facilities are required to submit the duly filled and signed Application Form, Declaration and Rules & Regulations enclosed herewith.

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Application Form

RECEIPT NO. _____
FOR OFFICE USE ONLY

FORM NO. _____
FOR OFFICE USE ONLY

IMPORTANT INSTRUCTIONS

- Read the 'ISRA Rules & Regulations' document carefully before filling the application form.
- All fields to be filled in CAPITAL LETTERS. An incomplete and illegible form will not be accepted.
- Please write N/A wherever necessary.
- All information provided by you is intended for official use only and will remain confidential.

PASTE RECENT COLOUR
PASSPORT SIZE PHOTOGRAPH

Date of Application _____
DD/MM/YY

Name of the Student _____
FIRST NAME MIDDLE NAME SURNAME

Year of Joining _____
YYYY

Course Applied _____

Date of Birth _____ Blood Group _____
DD/MM/YY

Medical History (if any)

(Please attach relevant document(s) from your family physician in case of any specific ailment)

PARENT'S/ GUARDIAN'S DETAILS

| DETAILS | FATHER | MOTHER | LOCAL GUARDIAN |
|---------------|--------|--------|----------------|
| NAME | | | |
| MOBILE NUMBER | | | |

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Academic Session 2017-18

| | | | |
|------------------------|--|--|--|
| LANDLINE NUMBER | | | |
| ADDRESS | | | |
| EMAIL ID | | | |

SIGNATURE OF STUDENT

SIGNATURE OF PARENTS'/GUARDIAN

SUBMISSIONS

- Three recent passport sized photographs
- The following documents should be duly signed & submitted - ISRA Declaration, ISRA Rules & Regulations
- 'Medical Fitness Certificate' from a registered medical practitioner
- Photocopy of the student's medical insurance certificate /or cashless card
- First Instalment of Accommodation Charges

ISRA Rules and Regulations

1. The initial allotment of rooms, once decided for an academic session, shall be final and binding.
2. Residents are not allowed to bring any private furniture to their respective rooms.
3. Residents are required to keep their rooms clean; housekeeping services for the cleaning of the rooms and disposal of waste material/ garbage will be provided as per schedule only.
4. No responsibility will be taken by IIAD for the loss of any valuable items or personal belongings.
5. While leaving the room, residents must take care to switch off all the fans/lights etc. Every effort must be made by the students to economize the use of electricity. Students cannot have heating rods, heaters and blowers and irons due to fire safety hazards.
6. Residents will be provided with one set of almirah keys and must keep it in safe custody. In case these are misplaced, a duplicate set can be obtained on payment of INR 1000/-.
7. Breakfast will be served from 7:30 am to 8:30 am. Dinner will be served from 8:00 pm to 9:00 pm.
8. Residents are advised to maintain a proper and decent dress code while in their residency and in the vicinity of the hostel.
9. Possession/ consumption of any alcoholic drinks, tobacco/ cigarettes, or indecent/ incriminating literature inside the accommodation facilities is strictly prohibited and will be reported to the Disciplinary Committee of IIAD.
10. Possession/ consumption of drugs/narcotics/psychotropic substances, firearms or weapons will lead to the student being summarily expelled from the IIAD accommodation as well as IIAD. No petitions will be entertained thereafter on any ground whatsoever.
11. Any misconduct, abusive or threatening behavior, assault, causing distress or fear to others, ragging, any kind of sexual abuse, vulgar language or racial discrimination, outraging the modesty of any roommate or class fellow or playing loud music is strictly prohibited in the accommodation facilities as well as in its vicinity. Any such offence will be reported to the Disciplinary Committee of IIAD and can lead to expulsion from the accommodation and IIAD.
12. If a resident damages any property at the accommodation, he/ she will have to bear the full cost of repair/replacement.
13. The rooms are liable to be inspected by the Institute authorities/ COO/ Head Admin/ Dean/ Director at any time.
14. Residents must report back to the accommodation by 9:00 pm. If you wish to return later than 9:00 pm, you must seek prior permission in writing from the COO/ Head Admin at IIAD, who will telephonically verify any such requests with parents before according permission.



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ISRA Rules and Regulations (contd.)

15. No resident will be permitted to take overnight leave without prior permission from the authorities.
16. Residents who wish to stay out overnight on weekends at permitted addresses authenticated by parents/ guardians or want to visit their home-town for a specific period, are required to obtain prior permission for the same from the authorities via email/ text message.
17. Entry to outsiders other than the bona fide residents is allowed only with prior permission in writing from the COO/ Head Admin at IIAD.
18. Pets (of any kind) are strictly forbidden in the residence/ premises.
19. In case of an emergency, the first aid facility is available in the accommodation. Any case of illness shall be reported immediately to the concerned authorities/ COO for taking necessary action. All expenses in this regard will be borne by the student himself/ herself. It is mandatory for all students to have a valid medical cover under a medical claim policy. Copy of which to be submitted to the IIAD authorities.
20. If there is any change in the details and particulars of parents/local guardians, it is the responsibility of the student to inform the authorities about the same.
21. All residents must report any mishap/disciplinary matter or problems coming to their attention to the caretaker or the concerned authorities at IIAD.
22. Any matter, not expressly provided for in these rules, will rest at the absolute discretion of the COO/ Director of IIAD who also reserves the right to modify any of the aforementioned rules as and when necessary.

We have read, understood and agree to all the rules & regulations mentioned in this document.

(Student's Name & Signature)

(Parent's/Guardian's Name & Signature)